

TMDC JOB DESCRIPTION

Job Title: Safety, Training and Security Manager

Department: Administration

Reports to: General Manager

Status: Full-Time, Exempt

Revised: 10/5/2018

SUMMARY

The Safety, Training & Security Manager is responsible for the overall safety system of TMDC bus operations. This includes management and implementation of the Substance Abuse Testing Program, driver training, and accident prevention and investigations. The Safety, Training & Security Manager is responsible for management of the TMDC Bus Operator training and must possess a commercial driver's license with passenger endorsement. This position requires an individual with experience in the field of safety and/or transportation and requires an individual with excellent judgment and professional ethics in a fast-paced, high pressure service environment. This individual must be able to professionally communicate with a variety of people including passengers, staff, board members, public officials, DCTA/TMDC directors, and federal and state officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Develops and facilitates safety and training initiatives for all TMDC employees
- b) Ensures training competency of all training staff members
- c) Maintains a vehicle operator training program (including training materials) that is up-to-date with all required procedures and regulations according to the client, the company, local, state, and federal laws
- d) Maintains programs for return-to-work, refresher training, and retraining
- e) Maintains required employee DOT documentation for all safety sensitive positions, including but not limited to, medical certifications, CDL licenses and renewals, background checks and drug screens
- f) Manages and implements a Substance Abuse testing program in compliance with Department of Transportation regulations and oversees compliance with this program by outside testing facilities and subcontracted private operators
- g) Prepares annual compliance reports
- h) Establishes functional Safety Committee to review accidents and safety concerns and makes recommendations to management for additional safety efforts
- i) Conducts facility and equipment inspections, accident report screening and formal preparation for submission to insurance carrier
- j) Conducts or coordinates safety meetings for all employees

- k) Completes all worker's compensation claims and maintains accident and injury records compliant to OSHA regulations
- l) Formulates action plans for accident and worker's compensation claim reduction and overall employee welfare
- m) Manages modified duty program for transition of employees back into mainstream workforce
- n) Coordinates/facilitates safety incentive programs
- o) Coordinates/facilitates security awareness to operators, riders, and staff
- p) Responsible for coordinating the Transit Watch Program
- q) Manages company Transit Security efforts
- r) Manages contracted facility security agency
- s) Works with Human Resources in hiring bus operators
- t) Plans and coordinates annual emergency drill activities
- u) Plans and coordinates fire safety plan and drills
- v) Manages and updates Emergency Action Plan
- w) Manages DCTA environmental inspection and reporting
- x) Manages TMDC First Aid program

QUALIFICATIONS

- a) Bachelor's degree preferred, but not required
- b) Three (3) years transit bus driving experience
- c) One (1) year line instructor experience
- d) One (1) year behind-the-wheel experience
- e) DOT certified or the ability to become certified within six (6) months
- f) Proficient use of Windows based software including Word and Excel

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- a) Understanding of DCTA/TMDC rules and regulations
- b) Extensive knowledge of Federal, State, and local laws and regulations related to operations of transit buses
- c) Sound knowledge of safety management principles and practices
- d) Ability to communicate effectively with all levels of management and staff
- e) Ability to speak in front of a group
- f) Strong customer service skills
- g) Ability to maintain a positive attitude and promote teamwork and safety in all daily operations

EQUIPMENT AND JOB LOCATION

- a) The employee will operate radio and cellular communication equipment, personal computer, calculator, copier, fax machine, multi-line telephone system and other modern office equipment.
- b) This job is located in the Bus Operation and Maintenance Facility. All DCTA and TMDC buildings and vehicles are smoke-free.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) The employee is frequently required to walk, sit, talk and/or hear. The employee is occasionally required to stand, use hands to finger, handle, or feel, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- b) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
- c) Physical activities include, but are not limited to, sitting at a desk for long periods of time, occasionally running errands, and repetitive motion when using a computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Noise level is usually moderate.
- b) Outside of normal office procedures, no other specific requirements are needed.